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# **2006-2007 Grant Application**

**Combined Application for:**

**WATODEN Network**

**Supplemental Grant for Training  
and  
Partnership Council Participants**

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PI-9000



Wisconsin Department of Public Instruction  
Elizabeth Burmaster, State Superintendent

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Wisconsin Department of Public Instruction  
**COMBINED CESA APPLICATION  
SUPPLEMENTAL AND STAFF DEVELOPMENT GRANT**  
PI-9000 (Rev. 5-06)

Collection of this information relates to s. 115.36, Wis. Stats.  
For questions regarding this grant, contact:  
Student Services, Prevention, and Wellness (608) 266-7051

**INSTRUCTIONS: Please type.** Complete and return by **JUNE 30, 2006**, to:

**PAM KANIKULA  
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION  
STUDENT SERVICES, PREVENTION AND WELLNESS TEAM  
125 SOUTH WEBSTER STREET  
P.O. BOX 7841  
MADISON, WI 53707-7841**

GENERAL INFORMATION		
CESA	Address <i>Street, City, Zip</i>	Total Funds Requested \$
CESA Administrator	E-Mail Address	Telephone <i>Area/No./Ext.</i>
Project Coordinator	E-Mail Address	Telephone <i>Area/No./Ext.</i>

CERTIFICATION	
<b>I HEREBY CERTIFY</b> that the assurances and the programs described in this funding application have been satisfied and that all facts, figures and representations in this application are correct to the best of our knowledge.	
Signature of CESA Administrator ➤	Date Signed

A. ASSURANCES
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The applicant hereby gives assurance to the State Superintendent of Public Instruction that: *Please Check*

- ☐ A. Funds made available under s. 115.36 will be used only for the approved programs, as indicated in the grant application;
- ☐ B. The applicant will maintain its local efforts. Funds will be used to supplement, rather than to supplant, local efforts.
- ☐ C. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction;
- ☐ D. No board or staff member of an LEA or CESA will participate in, or make recommendations with respect to an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- ☐ E. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- ☐ F. The applicant will submit a final report to the Department of Public Instruction within 30 days of the program completion date as specified in the grant award;
- ☐ G. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts and CESAs upon request;
- ☐ H. The applicant will participate in all regional and state meetings held by the Department of Public Instruction for program coordinators and teams;
- ☐ I. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system;
- ☐ J. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability;
- ☐ K. The applicant will participate in statewide evaluation initiatives.
- ☐ L. The applicant assures it will contribute a minimum of 20 percent of the costs of the project as "in-kind match" in accordance with the requirements of the funding authority. Records of match calculations will be maintained in local records.

**B. NARRATIVE**

1. **Needs:** Identify current strengths and needs in your region regarding alcohol, tobacco, and other drug abuse, and violence prevention programs utilizing focus groups, sampling, partnerships, etc. Describe the method you used for gathering this information.
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**B. NARRATIVE (cont.)**

***Provide a description of activities related to the following objectives. Limit: 2 additional pages. The following are required activities of the base grant***

**2. Objectives**

- a. Provide regular and ongoing opportunities for networking and communication with school-based ATODA program coordinators through a minimum of quarterly workshops/share shops, or other comparable means.
- b. Participate in the following statewide network events:
  - 1) Six (6) state network facilitators meetings annually
  - 2) DPI's "Building the Heart of Successful Schools" conference
  - 3) Regional ATODA Grant workshop

Describe your plan to:

- c. Provide technical assistance to promote and implement available network-based services, and provide on-site consultation and telephone technical assistance to each of your region's schools and community partners. Your plan must include, but is not limited to, providing technical assistance in the following areas:
  - 1) State and federal grant writing, reporting, and evaluation.
  - 2) Comprehensive School Health Program (CSHP) development and evaluation (including the promotion of the DPI-AODA Assessment tool, where applicable).
  - 3) Proposed state and federal legislation regarding ATODA, violence.
  - 4) Advocacy strategies for program development and continuation.
  - 5) Promote DPI's prevention programs, activities and resources.
- d. Administer the mini-grant program, including the following:
  - 1) Promoting grants CESA-wide for all school districts.
  - 2) Providing technical assistance to applicants to ensure projects are student written and student led and maintain an ATODA, violence, or alcohol-traffic safety focus.
  - 3) Facilitating and providing the readers with an orientation utilizing DPI criteria and review sheets.
  - 4) Maintenance of project records, collection of end-of-year reports, and submission to DPI.
  - 5) Make awards and pay claims for funded projects.
- e. Administer the educator fellowship program, including the following:
  - 1) Promotion and management of fellowship funds CESA-wide, for all school districts as directed by DPI requirements.
  - 2) Promotion of appropriate coursework, including DPI-sponsored.
  - 3) Facilitation of a regional review and approval process of applications based upon appropriate criteria.
  - 4) Maintenance of project records.
  - 5) Submission to DPI of an annual summary of participants by district and courses taken.
- f. Provide a minimum of two one-day/professional development activities. Note that at least one of these professional development activities must target approved scientifically-based programs as outlined by CSAP, DOE, Center for the Study and Prevention of Violence; CASEL or NIDA—Preventing Drug Use Among Children and Adolescents: A Research-Based Guide and be related to regional needs. In addition, describe specific topic, target audience, and expected outcome.

**Items 3 and 4 represent the Supplemental Grant for Training and Partnership Council Participants. Applicants have the option of writing plans for either staff development, partnership council participants, both or neither.**

**3. Describe your plan to provide additional training staff development opportunities.** For each event include:

- a. Topic
- b. Target audience
- c. Learning outcome expected
- d. Length

DPI will provide up to \$2500 per day for training serving a minimum of 15 people (e.g., Staff, volunteers, youth leaders).

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	<b>B. NARRATIVE (cont.)</b>	
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**4. Partnerships:** DPI will provide up to \$2500 for participation in CESA quarterly meetings of school-community prevention coalitions.

Describe your plan to create, maintain, and participate in county and regional Alcohol, Tobacco, and Other Drug Abuse prevention coalitions. For each council/coalition describe:

- Name
- Frequency of meeting/participation
- Expected outcomes including major activities or events

**B. NARRATIVE (cont.)**

5. **Evaluation:** Describe your measurements for assessing outcomes in the following areas:
- a. Impact of technical assistance (including networking opportunities and grant administration).

b. Impact of staff development and training.

c. Impact of prevention coalition participation.

	<b>C. BUDGET DETAIL</b>	
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**1. PURCHASED SERVICES**



a. Item Name	b. Unit Cost	c. Estimated Total Cost	d. Purpose
WATODEN Network and ATODA Educator Fellowships			
		Subtotal \$	
Training and Partnership Council Facilitation			
		Subtotal \$	
		Grand Total \$	

	<b>C. BUDGET DETAIL (cont.)</b>	
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List all personnel to be paid from this grant. Include the salary costs including fringe benefits and number of contracted days for each content area.  
Attach position descriptions for all professional staff funded.

**2. PERSONNEL SUMMARY**

a. Name	b. Responsibilities	c. Salary & Fringes <i>Specify no. of contracted days for each content area</i>
WATODEN Network and ATODA Educator Fellowships		
		Subtotal
		\$
Training and Partnership Council Facilitation		
		Subtotal
		\$
		Grand Total
		\$

C. BUDGET DETAIL (cont.)			
4. ADMINISTRATION			
a. Item Name <i>Include all items budgeted under Administration classification.</i>	b. Unit Cost	c. Estimated Total Cost	d. Purpose

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Training and Partnership Council Facilitation	
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	Grand Total
	\$

C. BUDGET DETAIL	
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a. Item Name <i>Include all items budgeted under Non-Capital Objects classification.</i>	b. Quantity	c. Unit Cost	d. Purpose
WATODEN Network			

<b>D. BUDGET SUMMARY</b>	
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Object	2006-2007 WATODEN Network Funds Requested <i>Including Supplemental Funds</i>	2006-2007 Educator Fellowship Funds Allocated
Salaries		

Fringes		
Purchased Services		
Non-Capital Objects		
Administration		
Aids to Localities (Fellowship Funds)		
Total Budget		

For DPI Use

UNIFIED SERVICES BOARD VERIFICATION

This form must be submitted along with the grant application.

Board Name	School District Applicant
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Address

Contact Person who will serve as 51.42 Board Representative

Contact Person's Title

Recommendations

Signature of 51.42 Board Representative



Date Signed